

DD/Rec mgt 4-4

Memorandum for the Record:

13 January 1959

Subject : Disposal of Records For CI Staff

On 9 January 1959 [ ] requested that I contact [ ] CI Staff, to arrange for the possible transfer of about 30 safes of records to the Center.

[ ] came to this office on 13 January and explained that his original intent was to microfilm these records. He did not know about the use of the Records Center for the storage of inactive materials. He advises that there is no Records Control Schedule for his office.

I suggested as follows:

- a. That a Records Control Schedule be prepared.
- b. That he request the DD/P Records Officer to assist in the preparation of the schedule.
- c. That microfilming of the records be post poned until the schedule was prepared.
- d. That I would be glad to assist in the preparation of the schedule if our <sup>help</sup> is desired.

[ ] was in general agreement with the suggestions and will advise me as soon as he talks to his superior. I have advised [ ] and [ ] accordingly.

